

FAQs: Floodplain Risk Management Program

The \$18.25 million **Flood studies, risk assessment and management strategies and intelligence systems (WP3)** work package is part of the **\$31m Flood Risk Management (FRM) program** - a component of the jointly funded Australian and Queensland Government (50:50) 2021-22 Rainfall and Flooding - Exceptional circumstances Category C and D funding package approved under the Disaster Recovery Funding Arrangements (DRFA).

The aim of the Flood Risk Management (FRM) funding for eligible councils (2021-22) is to:

- identify priority catchments for improvements to flood risk understanding
- deliver flood studies for river, creek and/or overland flooding, risk assessments and management strategies, scoped to meet the specific local needs
- improve council flood intelligence to be better prepared and able to respond to flooding events, for example, intelligence to support Councils in translating peak height forecasts from the Bureau into on-the-ground consequences during the response phase.

This FAQ relates to Council approved projects under WP3.

Q. What are the next steps?

A. Council will need to complete a Management and Reporting System (MARS) submission form for their approved projects and return to submissions@qra.qld.gov.au by 24 February 2023.

QRA will then process each submission and issue formal funding approval, first funding payment (30 per cent of program cost) and the related project funding schedule.

Q. When can we start procurement?

A. Procurement processes can start immediately. QRA have prepared technical project brief templates including a generic flood study and generic flood risk management strategy/study/plan, and high level guidance on the scoping of community-based action plans, total flood warning review/system development and disaster dashboards.

These documents have been made available to Councils to support preparation of project briefs for procurement purposes, and can be accessed on the QRA FRMP 2021-22 Funding for Councils webpage. <https://www.qra.qld.gov.au/frmp-2021-22-funding-councils#Council-funded-projects>.

Q. Where can I get support?

A. Councils are welcome to email the QRA Flood Team at any time with program and project support queries via email to floodteam@qra.qld.gov.au.

QRA have engaged a Peer Review and Technical Advisory panel to further support Councils and ensure projects are delivered consistent with industry standard and best practice. The

panel comprises two components namely, the Peer Review component and The Technical Advisory component.

The Technical Advisory panel will provide more high-level technical advice to QRA and Councils. This process will be ad-hoc and on an as-needs basis and will focus on strategic and technical advice.

Support is available to Councils throughout the entire process. Both QRA flood team and panel members are available to help Council prepare their technical briefs, project scoping and review of draft deliverables if required, along with making funding submissions, preparing monthly reports and claims.

Q. What is peer review?

A. The Peer Review process will be more formal and provide input at project scope stage and designated review points through project delivery.

Q. When is peer review required?

A. Peer review will be a mandatory requirement of flood studies, floodplain risk management studies and plans (including mitigation only studies) and generation of localised rainfall intensity-duration-frequency (IFD) data.

Peer review points will be agreed with the appointed peer reviewer. It is expected there will be at least two to three review points at key points throughout the project and prior to project finalisation.

Projects such as flood warning intelligence, dashboard development or updates and community-based action plans will not require peer review, however Councils are welcome to opt into a peer review process if desired.

The peer review requirements are summarised in the table below.

Study Type	Formal Peer Review	Comments
Flood Study	Yes	Robust, fit for purpose analysis to inform Flood Risk Management and a range of other purposes such as planning and disaster management
IFD Generation Projects	Yes	Underpinning flood risk definition for region (NB: currently investigating QRA delivery of IFD)
Flood Warning Review	No	Technical advisory panel available to support on request
Disaster Dashboards	No	Technical advisory panel available to support on request
Flood Risk Management Studies/Strategies/Plans	Yes	Robust, fit for purpose analysis to inform range of planning and disaster management purposes
Community flood action plans	No	Technical advisory panel available to support on request
Update to flood risk definition	No	Technical advisory panel available to support on request
Data collection	No	Registered Surveyor works subject to quality assurance

Q. What are the timeframes for delivery?

A. The current timeframe for project completion is 30 June 2026, as set by the DRFA funding program.

QRA recognises the quantum of work that will be required to deliver the approved projects and may apply for an Extension of Time. However, this has not yet occurred and there is currently no approval to extend the funding timeframes.

However, Councils should advise QRA via email to floodteam@gra.qld.gov.au as early as possible if there is any indication that this timeframe cannot be met (for example, advice from suppliers that they cannot meet the timeframes), detailing the unforeseen circumstances impacting project completion, the actions taken to minimize the impact, and the adjusted project plan and milestones.

Q. Can I vary an approved project?

A. All variations to a Project Funding Agreement, scope or change in control of a project are to be agreed formally in writing. Where there are material changes following a project approval, grant recipients must provide QRA with updated project information.

Q. What are eligible costs?

A. As per the flood risk management program funding guidelines (<https://www.gra.qld.gov.au/frmp-2021-22-funding-councils>), eligible costs must be directly associated with delivery of approved eligible projects.

The below list provides examples of eligible costs:

- a) allowances, and costs associated with travel expenses, allowances, and accommodation to undertake eligible activities
- b) contractor costs to undertake specialist services
- c) purchase of consumables and products used in undertaking the eligible activities
- d) local government internal vehicle and equipment hire rates and associated operating consumables (e.g., fuel) consumed while undertaking eligible activities
- e) hire of additional vehicles and equipment, and operating associated operating consumables (e.g., fuel) consumed while undertaking eligible activities
- f) project management costs proportionate with the funding amount sought including remuneration of temporary technical, professional and/or administrative staff for time directly related to scoping and managing delivery of the activities (excludes executive and overhead charges).

Please contact the QRA Flood Team if you require any assistance in determining eligible costs.

Q. What are my reporting requirements?

A. Monthly as required, following exhaustion of initial 30% funding payment, and quarterly progress reports are mandatory for each approved submission.

These reports are required to include:

- a) actual expenditure reported against the approved scope/activities and capped amounts
- b) quarterly progress reports outlining achievements and deliverables completed within the reporting period (i.e. against what was identified in the application).
- c) scope / activity percentage completed
- d) project milestones, estimated and actual start and finish dates e. reasons for variances in scope /activities, cost or milestones.

For more information refer to the Flood Risk Management Program Guidelines.

<https://www.qra.qld.gov.au/frmp-2021-22-funding-councils>

Q. What are Council's obligations for sharing project outputs?

A. Council are required to share project outputs with the State in line with the Queensland Flood Risk Management Framework. Upon completion of projects, all reporting and generated digital datasets are to be made available to the QRA and will be licensed under Creative Commons Attribution (CC BY) 4.0 International licence. To view a copy of this licence, visit: <http://www.creativecommons.org/licenses/by/4.0/>

Q. Who provides additional information beyond this FAQ?

A. Councils are welcome to contact floodteam@qra.qld.gov.au.